

ROUTING AND TRANSMITTAL SLIP

Date

8 MAY 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXO/DDA	<i>EW</i>	<i>8 May</i>
2.	ADDA	<i>[Signature]</i>	
3.	DDA	<i>[Signature]</i>	16 JUN 1986
4.			
5.	DDA REGISTRY		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

D/O L received a copy.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 361-529 (148)

DD/A Register
86-0914X~~CONFIDENTIAL~~

DDA MINISTRY

FILE: 45-16





7 May 1986

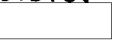
MEMORANDUM FOR: Chief, Facilities Management Division/OL

FROM : 
Administrative Officer/DCI

SUBJECT : Additional Office Space for DCI Security Staff

1. Attached is a September 1985 request to redesign the reception area in the DCI garage to provide for office space for the DCI Security Staff. This request was denied by the DDA most probably to preserve the aesthetics of the reception area.

2. In view of the DDA's decision and the increase in DCI Security Staff officers, we require approximately  square feet of office space in the old Headquarters Building to facilitate their mission.  staff employees are currently assigned to the DCI/SS. The budgetary process for FY 1987 through FY 1989 adds  positions to the DCI Security Staff, bringing their manning table to  full-time positions. These officers are currently without desks and chairs because of the lack of space in the DCI suite. Also, I am anticipating a need for an additional secretary to assist them in clerical duties that are currently handled by one person.

3. I recognize that an immediate solution might not be possible; however, with the new building it might be possible to identify  square feet of space for the DCI Security Staff in the old Headquarters Building in planning its backfill. Your assistance in providing additional office space would be greatly appreciated.

Distribution:

Original - Addressee
1 - ExDir
1 - D/OS
1 - D/OL
1 - EXO/DDA
1 - C/DCI/SS
1 - DCI/Admin chrono

594555

REQUEST FOR LOGISTICS SERVICES

9/9/85

Design Branch

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Operations & Maintenance/HOME

Service Requested:

Attn: Design Branch

The DCI Security Staff (see attached memo & diagram) is interested in redesigning the reception area in the DCI Garage to include office space for additional personnel. At this time, we are not asking for an inclusive design to include renovation but are only asking that this request be cost factored to include an estimate for renovation, furniture, etc.

Attachment

☐

Yes

☐

No

Deadline Date, if applicable

15 October 1985

Justification:

Special Considerations, if any:

FYI - previous renovation and furniture details for Security Staff in 7D60 handled under Work Order 85-3327.

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Garage Reception Area

Date of Request

Tel. Ext.

9/6/85

DCI Logistics

FORM 2620
11-79OBSOLETE PREVIOUS
EDITIONS

(21-38)

3 September 1985

MEMORANDUM FOR: Chief, Administrative Officer, DCI

FROM: [REDACTED]
Chief, DCI Security Staff

SUBJECT: Request for Office Space
(DCI Garage Waiting Area)

1. While more than doubling its size from [REDACTED] personnel to a staff of [REDACTED] security officers and one clerical personnel, the DCI Security Staff has not increased its office space in more than a decade or two. Although working conditions have been vastly improved with recent remodeling and new furniture, the fact is that there is great inefficiency, loss of productivity and endangered morale due to severe office crowding. It is therefore requested that serious consideration be given to the following proposal to convert a portion of the unused waiting area connecting the DCI parking garage and DCI elevator into drastically needed office space for the DCI Security Staff.

2. The reception area located immediately inside the parking garage, furnished with sofas, chairs and assorted tables, is a room approximately 12'x25' that is rarely utilized (See Attachment A). Perhaps once every two months drivers or miscellaneous support personnel accompanying a VIP guest are held in this room. At all times a member of the Security Staff remains in the room, providing security escort. Normally, no more than three or four visitors are involved and never has the total available space been used. In fact, I have talked to personnel whose knowledge of the area spans 20-25 years, and not a single one is aware of an instance where the entire reception area was needed for any reason. It is safe to say that beyond its esthetic presence, it is wasted, non productive space.

3. The suggestion being made here is that the area be divided into a small reception area on one side and DCI/SS office space on the other. The dividing wall, either permanent or of temporary "pleion" construction, be built. The wall, while creating an office environment for three or four work stations, will double as an observation post to enhance security. The corner section of the wall, with access and visibility of both the garage and elevator entrances, will be constructed of glass or window from half way up the wall to the ceiling. (A rough diagram has been drawn to outline proposed new space - Attachment A)

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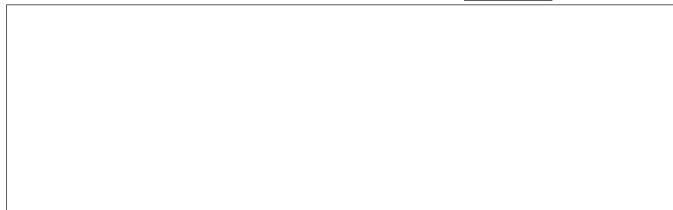
4. In addition to the construction of office space, it is recommended that the existing toilet facility, located adjacent to this room, be converted to a shower. The need for a shower facility is great; the cost is minimal (estimated to be \$500); and an identical toilet is available adjoining the room.

5. Preliminary inquiries into the cost of constructing a wall revealed the following:

- 1) Fixed wall, floor to ceiling, a portion of upper half being glass. (Approximately \$4,500 - \$5,000)
- 2) Pleion walls and door, 80" high, portion of upper half constructed of glass. (approximately \$3,000 - \$3,500) See Attachment B

Added to this will be the cost of chairs, desks, tables, storage cabinets, etc.

6. As noted above, the space in question is under utilized while the DCI/SS is in critical need of work space. The construction of a "see thru wall" will provide an added measure of security. The desk space will enable the staff to work in a suitable environment for the first time and many administrative tasks associated with advance planning and execution of comprehensive security coverage for the DCI and DDCI. Please contact the undersigned on extension for discussions of this proposal.

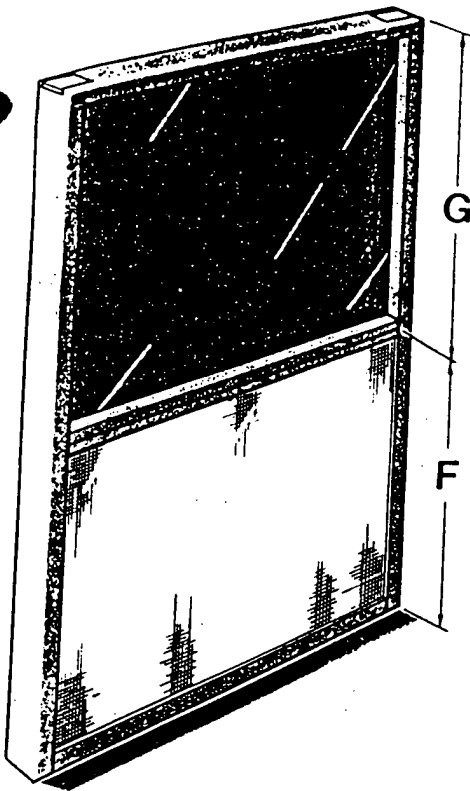


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StandardGrid Panels

straight panel • without raceway • glazed plexiglass/fabric



description:

Outer steel frame; baked epoxy finish; top portion of panel has transparent acrylic plexiglass surface; bottom portion of panel has 2 inch thick inner acoustical core (fiberglass); fabric covered both sides. Panels with "G" dimension other than shown below are available; contact Pleion Customer Service for ordering codes and pricing. Panel does not contain built-in raceway for cable distribution. Panel connectors, included in panel price, must be specified separately; see pages 50 through 53. Adjusta-strips to hang shelves are not designed to be used with glazed plexiglass panels. Please specify enamel and fabric and plexiglass colors as shown in the sample ordering code below; see inside front cover for available choices.

ordering code:

LSP-6048 G31 F29-MI 720 grey smoke/406 quartz

straight panel

height x width

glazed plexiglass 31" from top

fabric 29" from floor

enamel color code

plexiglass color no. and name

fabric color side 1 and 2 no. and name

Note: tweed weave fabrics require an upcharge. Refer to inside front cover for pricing information.

height	width	G	F	code	zone I	zone II
54	24	25	29	LSP-5424G25F29	\$352	\$366
54	30	25	29	LSP-5430G25F29	400	416
54	36	25	29	LSP-5436G25F29	452	470
54	42	25	29	LSP-5442G25F29	504	524
54	48	25	29	LSP-5448G25F29	540	562
54	60	25	29	LSP-5460G25F29	654	680
60	24	31	29	LSP-6024G31F29	404	420
60	24	33	27	LSP-6024G33F27	412	428
60	30	31	29	LSP-6030G31F29	478	498
60	30	33	27	LSP-6030G33F27	488	508
60	36	31	29	LSP-6036G31F29	540	562
60	36	33	27	LSP-6036G33F27	550	572
60	42	31	29	LSP-6042G31F29	590	614
60	42	33	27	LSP-6042G33F27	602	626
60	48	31	29	LSP-6048G31F29	634	660
60	48	33	27	LSP-6048G33F27	648	674
60	60	31	29	LSP-6060G31F29	754	784
60	60	33	27	LSP-6060G33F27	772	804
68	24	34	34	LSP-6824G34F34	424	442
68	24	39	29	LSP-6824G39F29	442	460
68	30	34	34	LSP-6830G34F34	500	520
68	30	39	29	LSP-6830G39F29	522	544
68	36	34	34	LSP-6836G34F34	562	584
68	36	39	29	LSP-6836G39F29	590	614
68	42	34	34	LSP-6842G34F34	618	644
68	42	39	29	LSP-6842G39F29	650	676
68	48	34	34	LSP-6848G34F34	666	694
68	48	39	29	LSP-6848G39F29	702	730
68	60	34	34	LSP-6860G34F34	790	822
68	60	39	29	LSP-6860G39F29	836	870
80	30	40	40	LSP-8030G40F40	602	626
80	30	51	29	LSP-8030G51F29	652	678
80	36	40	40	LSP-8036G40F40	668	696
80	36	51	29	LSP-8036G51F29	728	758
80	42	40	40	LSP-8042G40F40	748	778
80	42	51	29	LSP-8042G51F29	818	852
80	48	40	40	LSP-8048G40F40	802	834
80	48	51	29	LSP-8048G51F29	882	918